

Approved For Release 2000/08/15 : CIA-RDP80-01240A000300080023-7

SECRET

MAR 1973

BY
JDM

MEMORANDUM FOR: Chief, Position Management and Compensation Division, Office of Personnel

THROUGH : Chief, CSPS

SUBJECT : Adjustments to Staffing Complement Authorization - FE Division

1. During the course of a recent visit by the Director of Finance to the [REDACTED] Station it was determined by him and the Chief of Station, [REDACTED] that there exists a critical need for an additional Finance Officer in the [REDACTED] at Station Headquarters. Chief, FE Division has approved their recommendation that an additional position be established on the staff staffing complement of the [REDACTED] Station at the GS-11 level. Accordingly, it is requested that the planned incumbency of Position No. 4777, [REDACTED] Station be increased from one (1) to two (2).

2. Chief of Station [REDACTED] indicated a pressing need to add a Personnel Assistant to the [REDACTED] of the [REDACTED] Station to render professional assistance to the Support Officer who is being assigned responsibility for the administration of all personnel matters of the Station. Chief, FE Division supports his recommendation and we request that a Personnel Assistant position, GS-09, be established on the staffing complement of the [REDACTED] Station.

3. COS, [REDACTED] has advised Headquarters that certain support positions are excess to Station requirements and available for deletion or transfer. One of these is Position No. 5708, Medical Services Specialist, GS-13, currently assigned to the [REDACTED]. Another is Position No. 5673, Personnel Assistant, GS-07, assigned to the [REDACTED] Base. To offset the ceiling adjustments requested above it is recommended that the ceiling and 11 points of Position No. 5708 be transferred to the [REDACTED] Station to establish the new Finance Officer position, and that the remaining two points be added to Position No. 5673 to accommodate its transfer to the [REDACTED] Station Support Branch as a Personnel Assistant, GS-09.

[REDACTED]
Chief, Far East Personnel

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FE: [REDACTED] /beg/x7817/13 March 1973

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